

Proposed Local Occupational Program Request Procedure

1. In order to not duplicate an already approved program, please first verify if your proposal is on the Local Occupational Program Approved ADE/CTE List. The Current Approved Local Occupational Program List is located on the ADE CTE Website at <http://www.azed.gov/cte/forms/>. If the program is in existence, you must use the same Program Title and CIP code for reporting purposes. If the program is not listed, locate the appropriate Program Title and CIP code from the National Center of Educational Statistics (NCES) <https://nces.ed.gov/>
2. In full, complete the Proposed Local Occupational Program Request. The request follows the format for Federal Perkins and State JTED compliance monitoring. Any additional supporting documents should be noted on the request and attached in the email submission.
3. Once the request is completed at the local district level, it must be submitted to the JTED Superintendent. Once reviewed and approved by the JTED Superintendent, the request must be submitted to ADE/CTE via email to CTELocalPrograms@azed.gov. All supporting documentation must be attached to the email with the request form from the JTED. If the program will not be a JTED-supported/funded program, submit the request directly to the CTELocalPrograms@azed.gov.
4. Once received at ADE/CTE, the request will be reviewed by CTE Program Services. After review, and if approved, the program will be added to the local program list. A letter indicating the status will be emailed to the JTED Superintendent, if JTED supported, or to the local CTE Director if not a JTED program.

Local Occupational Program Definition: *an occupational program area that does not meet the requirement of “high skill,” “high wage,” “high demand” based on AZ Statewide Labor Market Data; therefore, does not appear on the “CTE Program List” of funding eligible programs. However, there is a local “high demand” for the program area due to significant employment opportunities in the occupation in the local community or region. A school district or JTED may submit a “Proposed Occupational Program” request justifying the need for the program and outlining how the local entity will design a program to meet the legislative requirements of a funding eligible program, including identifying industry standards to be taught, program assessment and post-secondary opportunities for students.*